

ELECTRONIC CAPABILITY REQUEST (E-CAPR) SUBMISSION

STANDARD OPERATING PROCEDURES (SOP)

Effective 1 February 2001, the Deputy Chief of Staff for Information Management will no longer accept paper copies of the Capability Request (CAPR).

1. The Capability Request (CAPR) has been converted to an Electronic Form and is now available in FormFlow with the number MTDC-1E. Commander's, Directors or Division Chiefs must sign the form under the "Functional Requirement Validated" area with their electronic digital signature.

2. Signing the electronic CAPR form is the same as signing electronic TDY orders. Individuals must tab to the "Functional Requirement Validated" field and type in their appropriate password.

3. **Centrally Funded:** When requesting Information Technology equipment and services that are centrally funded it is mandatory that the following fields be completed:

- a. Requesting Organization and Location
- b. Point of Contact with phone number and e-mail address
- c. Requirements
- d. Justification

4. **Requesting Organization/Subordinate Unit Funded:** When Information Technology equipment and services are funded by the requesting organization or subordinate unit, it is mandatory that the following fields be completed:

- a. Requesting Organization and Location (exact address of where equipment is to be mailed)
- b. Point of Contact with phone number and e-mail address
- c. Requirements
- d. Justification
- e. Resources NTE: Annotate dollar value in appropriate field

Requesting Organization and Location: MTDC-DCO
 Point of Contact: Ed Williams 375-7397
 Information Manager: DCO for Information Management, Deployment Support Operations, Ft. Belvoir, WA 23404
 ATTN: MTDC-DMT

Type of Support: Automation
 Requirements: 12 Memory Chips to upgrade notebook computers to Windows 2000. Industry standard 64MB, 72-Pin, 16X32, EDO, 0445 SDRAM. SDRAM must be upgraded in pairs. There is the 8 chip version that will only work in P150 or greater.
 Recommended Source: POC Federal, 716 Millard Road, Marina del Rey, CA 90290-1514 1-800-998-0011 ATTN: Bill Flock.
 Cost: \$77.00 x 12 = \$901.00. Must be at # 16MD32-EDO

Justification: DM is upgrading all its notebook and laptop computers with Windows 2000 and the memory chips are needed to accomplish this task.

Resource NTE: TWCF BRAC CWP CWP CIP IMPAC

Remarks:

Functional Requirement Validated: *Ed Williams*
 Date: 26 Jan 01
 Functional Requirement Approved: *Rose Y. Rouse*
 Date: 26 Jan 01
 ROSE Y. ROUSE, CH, TECHNOLOGY DIVISION

5. Upon completion of the Electronic CAPR form, save your form by:

- Selecting Data from menu bar
- Select Save As
- Select location where you want the data to be saved
- Select OK

FormHow Filter - Form Package: MTDC-CAPR

File Edit View Insert Format Tools Data Locate Window Help

New Data
 Open Data... Ctrl+F
 Save Data As...
 Default Data...
 Translate Data...
 Select Index...
 Add Record Ctrl+S
 Delete Record Ctrl+K
 Update Record Ctrl+U
 Purge Deleted Records
 Commit All Changes
 Rollback All Changes

Justification: Co
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Resource NTE: Co
 CWP CWP CIP IMPAC

Remarks:

Functional Requirement Validated: *Ed Williams*
 Date: 26 Jan 01
 Functional Requirement Approved: *Rose Y. Rouse*
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 ROSE Y. ROUSE, CH, TECHNOLOGY DIVISION

Form Control Officer:
 Date:
 Property Back:
 Date:
 Requisition Number:
 MTDC Form 1E, Nov 00

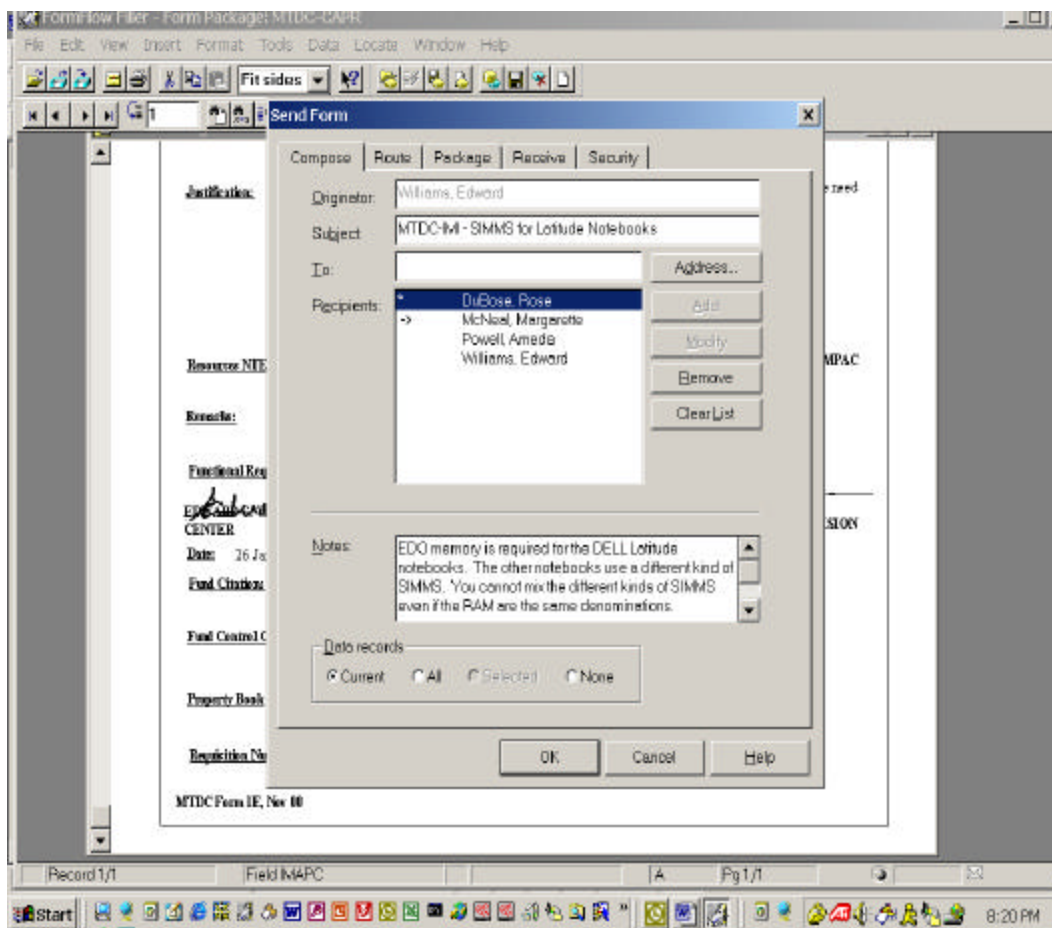
Saves the active database as another database name

6. Once you save your data you can return to the form by:

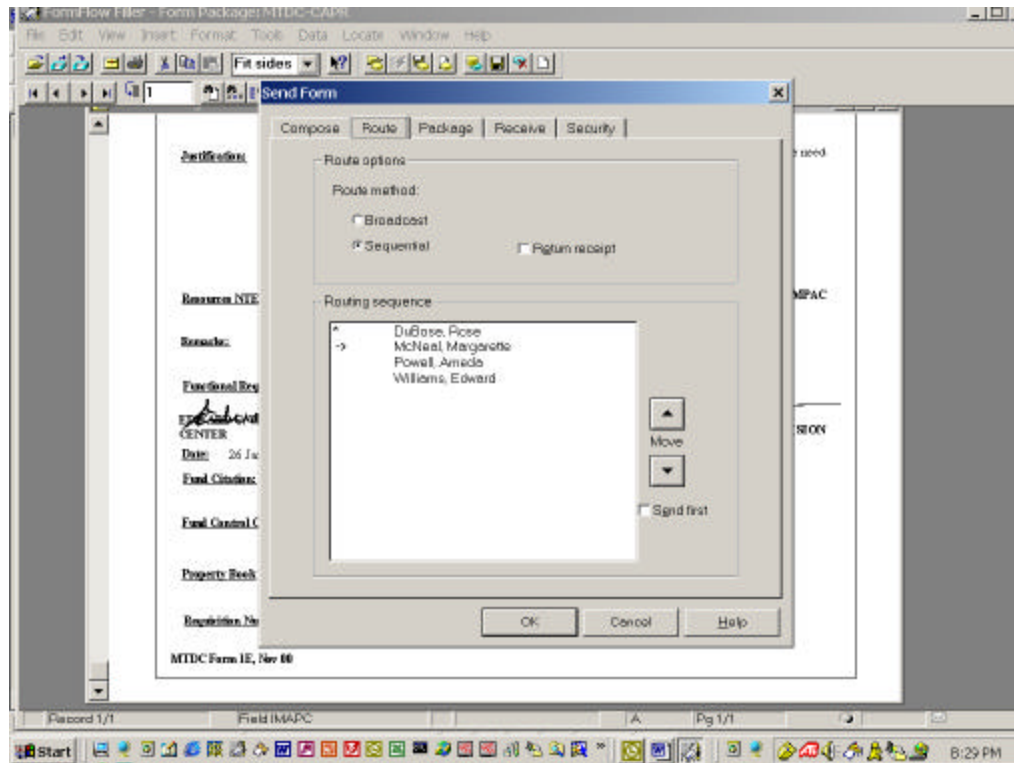
- a. Selecting Data from menu bar
- b. Select Open Data
- c. Select OK

7. You are now ready to forward the form to appropriate offices. To send the form to approving authority:

- a. Select [File] Select [Send Form]
- b. Select [Compose] and TYPE "Brief Description" on the "Subject" line
- c. Select [Address..] Select recipients in the order that the CAPR will be processed: Functional Approving Authority, DSCCAPR, and CAPR POC.



- d. Select [Route] Select [Sequential]
- e. Check that the "Arrow" is pointing to the Addressee who is to receive the Form.
- f. Select [OK] and the form will be routed to the Email Addressee who has the "Arrow" beside their name.



8. The CAPR is only a "Requirement Approval" form and not the procurement document. To ensure equipment accountability the Procurement POC should coordinate all CAPRs with their respective Property Book Officer (PBO).

Rose Y. DuBose
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